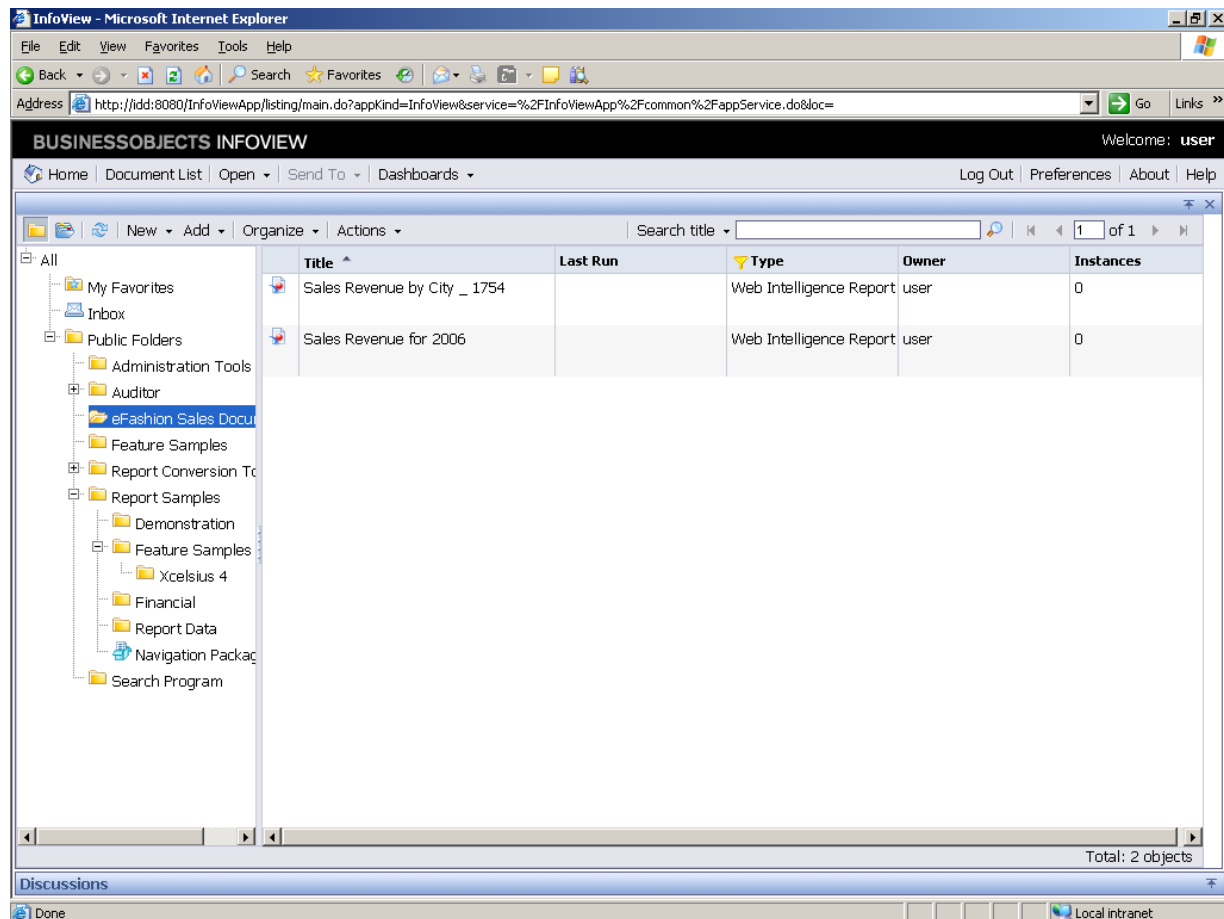Procedure

1. Start the transaction using the menu path or transaction code.
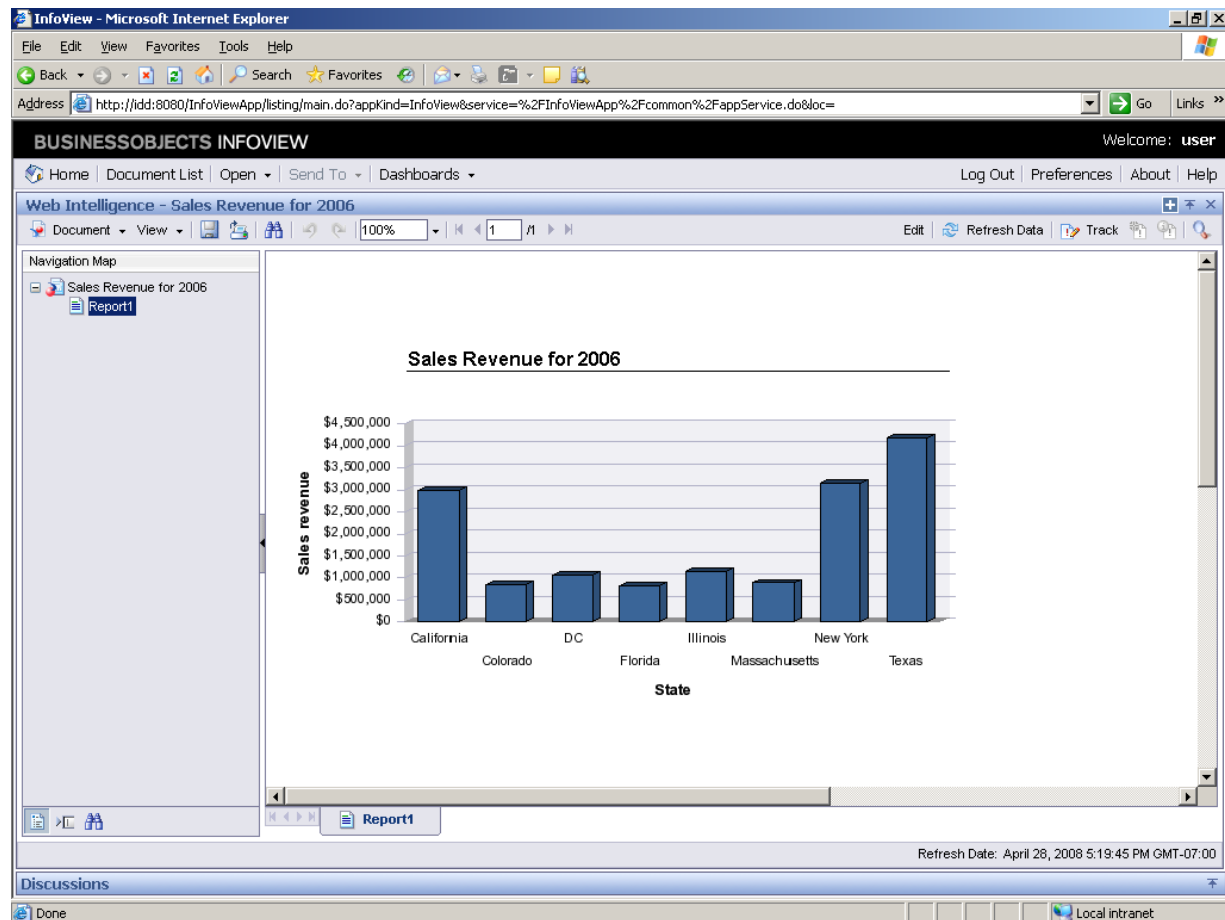
InfoView

2. Double-click **Sales Revenue for 2006**.

> Open the Web Intelligence file 'Sales Revenue for 2006' from the Public Folders and then save it to your Favorites folder.
>
> Then save that same file in the userDocs folder on your computer in PDF format.

InfoView

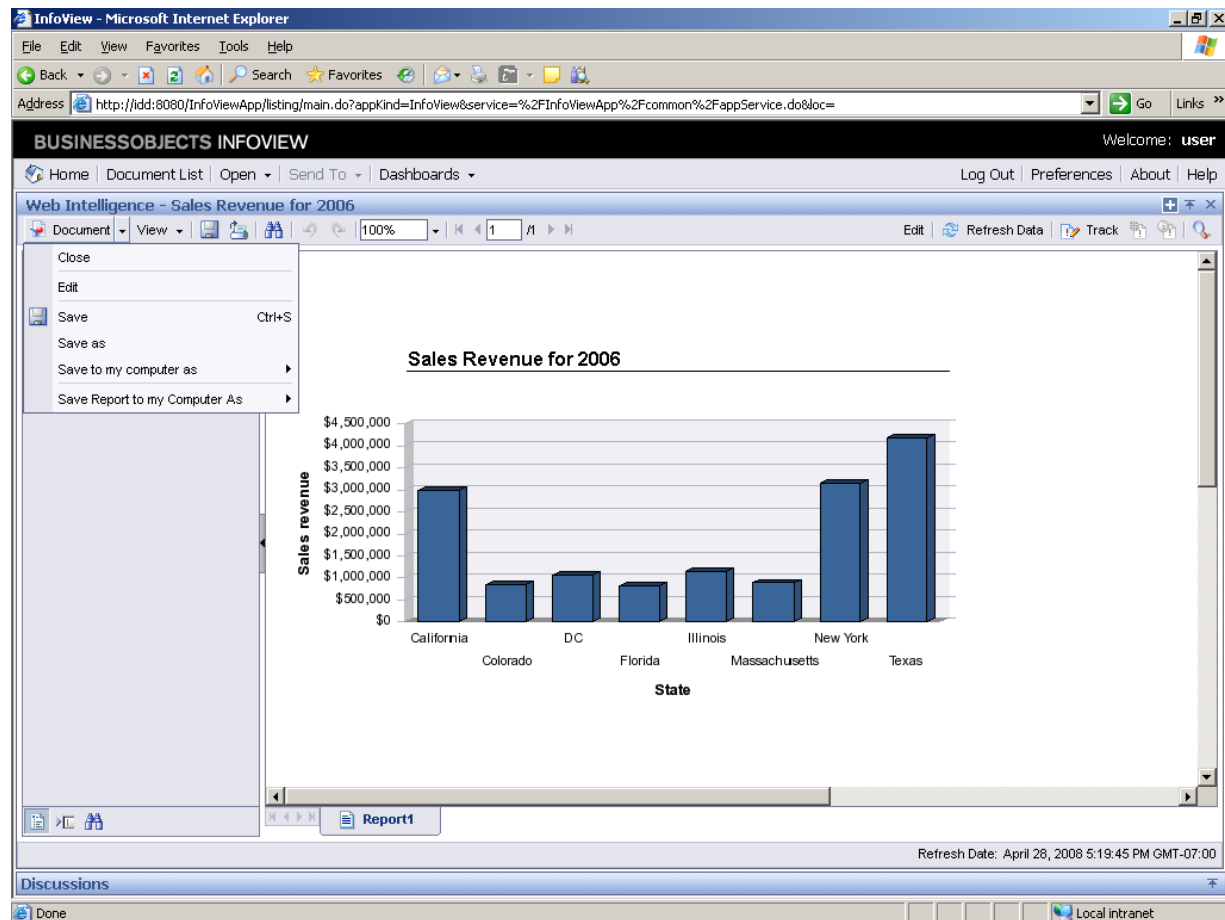3. Click **Document**.

4. Start the transaction using the menu path or transaction code.
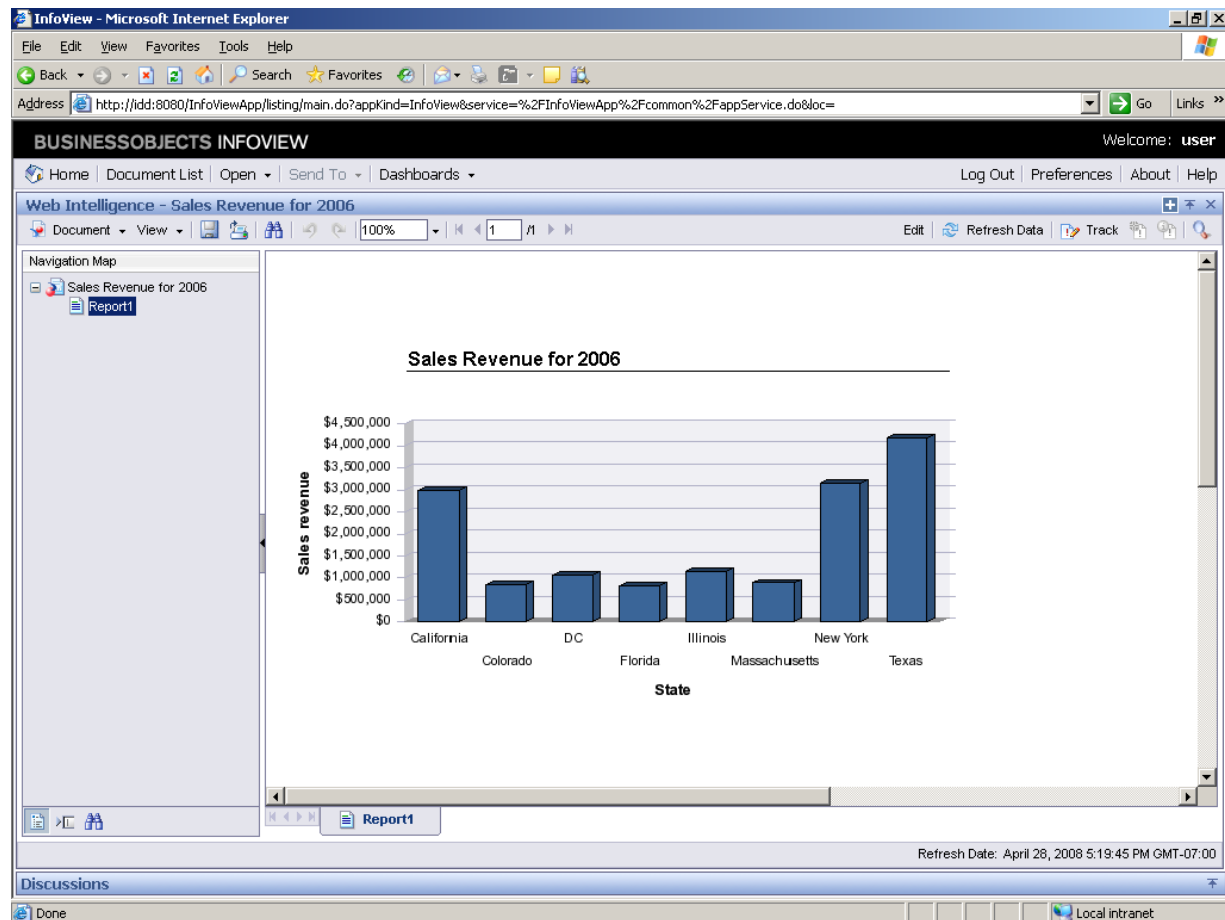
InfoView

5. Click **Save as**.

XXXX
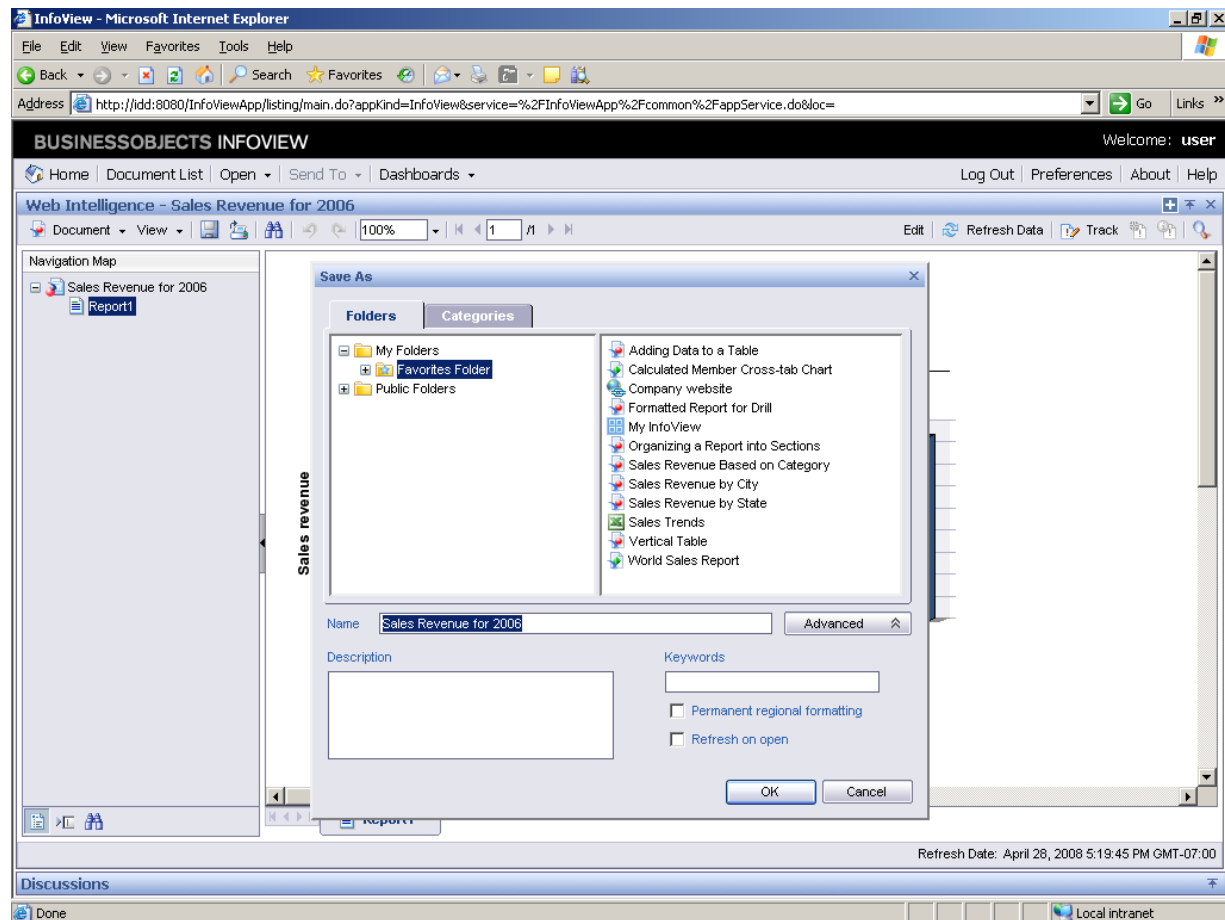
6. Click **OK**.
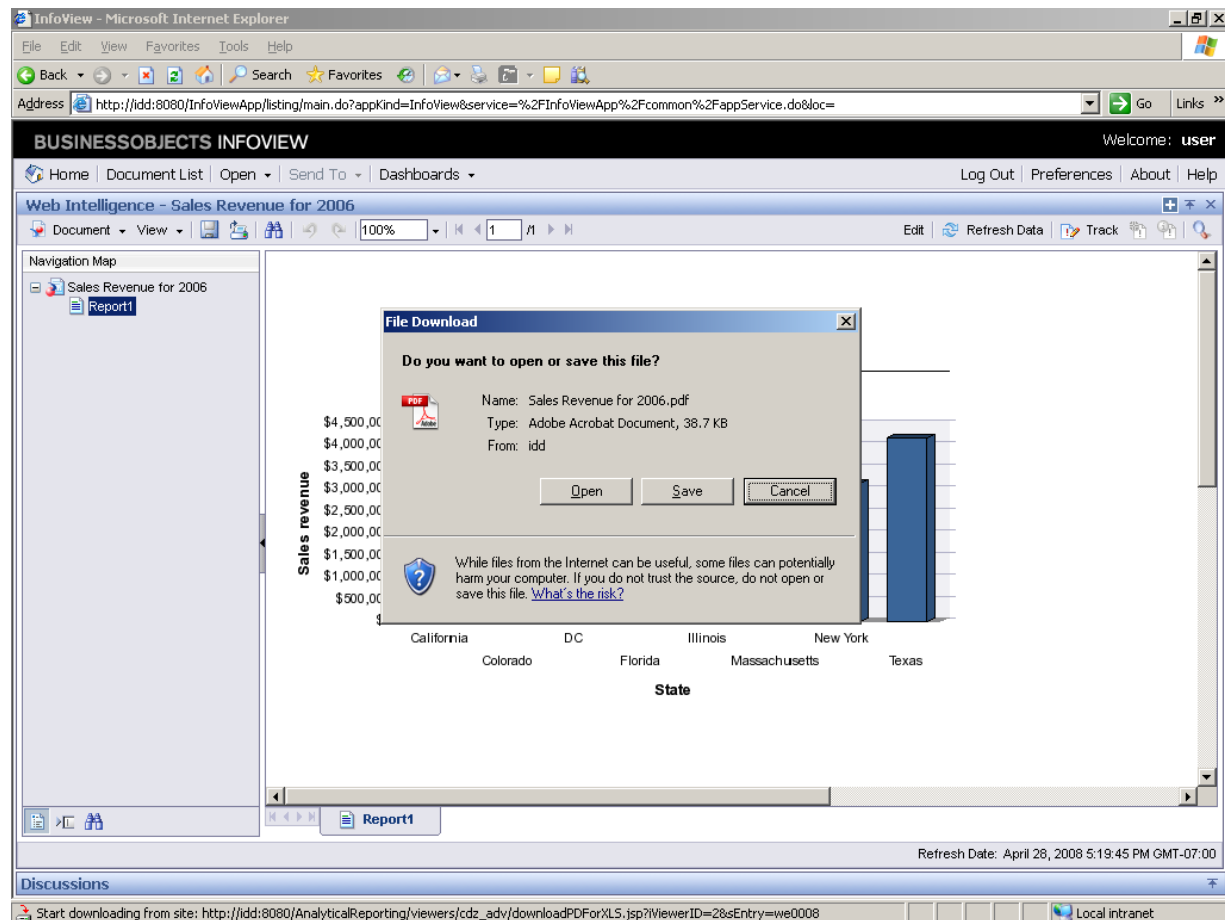
InfoView

7.   Click **Document**.

>   Now, save this document as a PDF document with the filename: Sales Revenue for
>   2006.pdf.

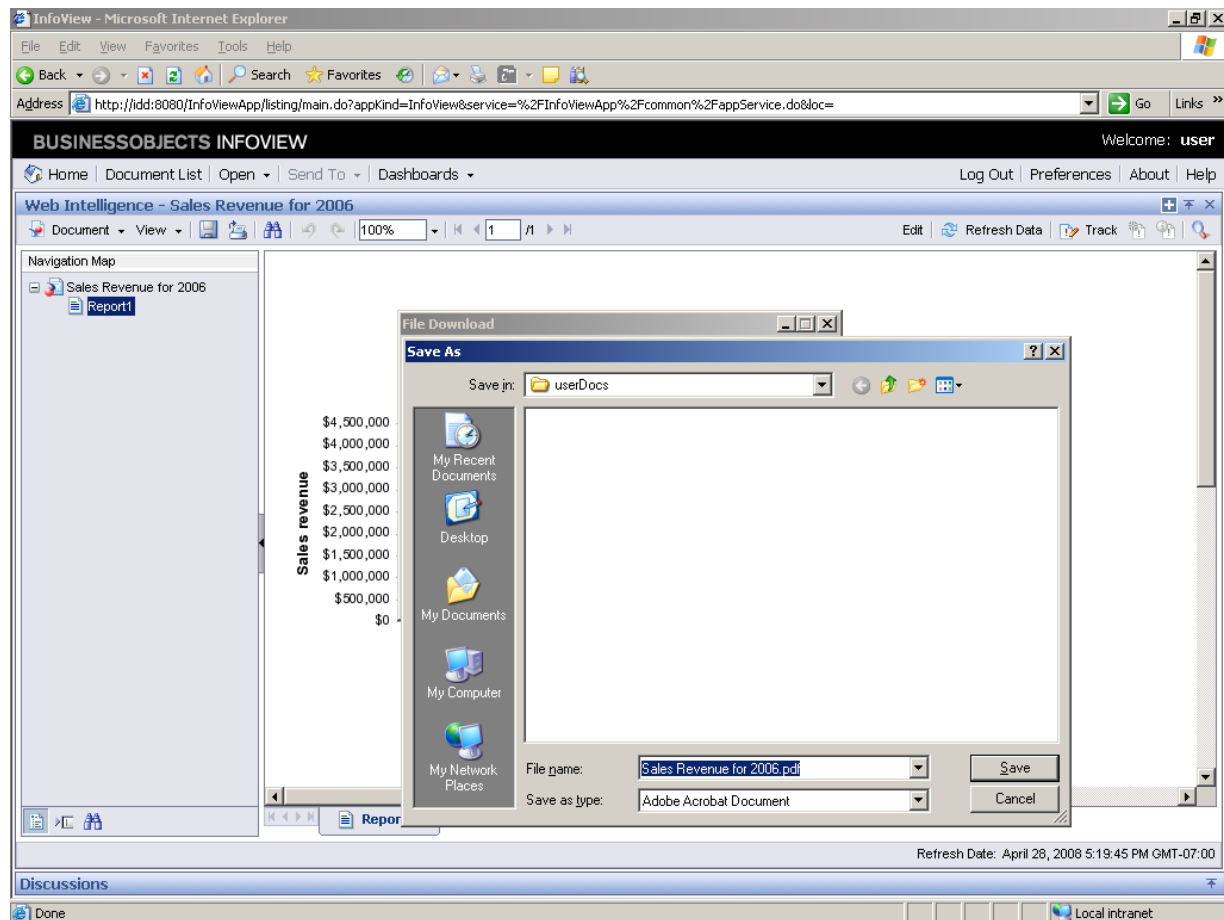8.   Click **Save to my computer as**.

9.   Click **PDF**.

File Download

10. Click **Save.**

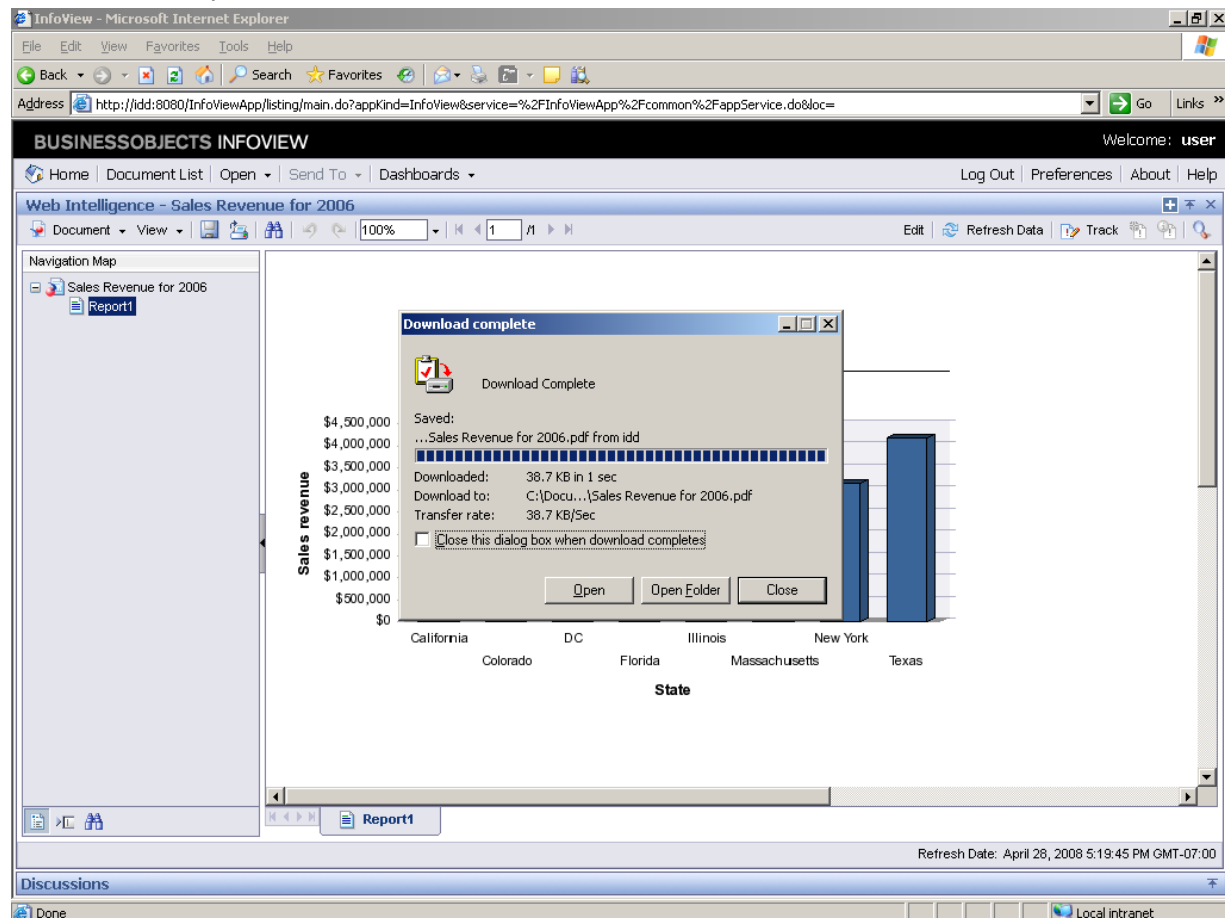You can open the document directly from this dialog box or select a location to save it.

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Save As

11. Click **Save.**

Download complete

12. Perform one of the following:

If…	Then…	Go To…
	Click Open, Open Folder,or Close.	Step 13.
	Or click ⊠.	Step 13.

End of Simulation.

13. End of Simulation.